



# LOS ANGELES COUNTY COMMISSION ON HIV

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## OPERATIONS COMMITTEE MEETING MINUTES

April 11, 2011

Approved  
5/9/2011

MEMBERS PRESENT	MEMBERS ABSENT	HIV EPI AND OAPP STAFF	COMM STAFF/ CONSULTANTS
Fredy Ceja, <i>Co-Chair</i>	Jenny O'Malley, <i>Co-Chair</i>	None	Jane Nachazel
Thelma James	James Chud		Craig Vincent-Jones
	Dean Page		Nicole Werner
	Karen Peterson	<b>PUBLIC</b>	
		Elizabeth Mendia	

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- 2) **Minutes:** Operations Committee Meeting Minutes, 2/14/2011
- 3) **Table:** Los Angeles County Commission on HIV, Membership Roster, 3/29/2011
- 4) **Table:** Commission on HIV, Overall Attendance Percentages, January - June 2010
- 5) **Memorandum:** Interview Questions for New Commission Member Candidates, 12/5/2010
- 6) **Commissioner Application:** Elizabeth Mendia, 4/11/2011
- 7) **Commissioner Renewal Application:** David Guigni, 4/11/2011
- 8) **Commissioner Renewal Application:** Michael Johnson, 4/11/2011
- 9) **Commissioner Renewal Application:** Lee Kochems, 4/11/2011
- 10) **Table:** Commission on HIV, Roster per Seat, 4/11/2011

1. **CALL TO ORDER:** Mr. Ceja called the meeting to order at 10:05 am.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order (*Postponed*).
3. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** Approve 2/14/2011 Operations Committee Meeting minutes (*Postponed*).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
7. **CO-CHAIRS' REPORT:**  
➡ Agendize review of Operations meeting date and time.
8. **MEMBERSHIP APPLICATIONS:**
  - A. **Candidate Applications:**
    - There was one new candidate interview: Ms. Mendia, Executive Director, Whittier Rio Hondo AIDS Project.
    - In discussion, the body noted Ms. Mendia previously served on the Commission for approximately seven years and offers needed representation for the transgender community, small providers and the heavily Latino SPA 7.

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- Mr. Vincent-Jones recommended reversing Mr. Kochems' and Mr. Johnson's seats. Mr. Kochems, Provider SPA 8, is no longer affiliated nor a provider. Mr. Johnson, Consumer District 4, is unaffiliated as his work with the Department of Health Services is not supported by Ryan White funds, but his status could be misconstrued. Reversing them addresses both issues.
- ➡ Refer appointment of Elizabeth Mendia to the Provider SPA 7 seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment. Note, if the motion is discussed at the Commission meeting, the committee co-chairs must indicate that it was referred from a non-quorum meeting.
- ➡ Defer review of renewal applications for Messrs. Guigni, Johnson and Kochems to the May meeting.

### B. Membership Status:

- Joseph Green is confirmed for the Alternate Consumer SPA 4 seat. The full seat remains open until adequate Latino/a representation can be ensured.
- Mr. Vincent-Jones noted he vacated Carrie Broadus' seat. Her Board Office District 2 seat was expired and she has not communicated with the Commission for some time despite recent efforts to reach her.
- He also indicated that he has emailed Ron Osorio, Alternate Consumer SPA 2, and Chris Villa, Alternate Consumer District 1, but has not heard from either, both terms are expired and neither has attended a Commission meeting in over a year. While he is allowed to vacate the seats, he asked for committee input before doing so.
- Because Ms. James is now working at a Part A-funded provider, she can no longer serve in an unaffiliated consumer seat. The committee agreed that moving her to the SPA 6 Consumer alternate seat would be the best strategy, and would address that at the next meeting.
- ➡ Vacate Messrs. Osorio's and Villa's seats. The process takes ten days.
- ➡ Ms. James will work with Alberto Mendoza to complete his SPA 6 Consumer application.

**9. COMPREHENSIVE TRAINING PROGRAM (CTP):** Training has begun with the first of two Co-Chair trainings after the April Executive Committee meeting and the first New Member Orientation scheduled after the April Commission meeting.

### 10. MEMBERSHIP MANAGEMENT:

- Mr. Vincent-Jones is meeting with Alicia Mardini, Chief Executive Officer, East Valley Community Health Center, Inc., about possible Commission membership.
- Two applications are commonly solicited for each seat, but not when that is a roadblock to obtaining representation.
- HRSA once required two applicants for every seat in its open nominations process, but has loosened that requirement in the guidance since 2009—although it still encourages that process. Mr. Vincent-Jones felt the goal was a good one, but not when it simply becomes an impediment to full membership representation on the Commission. Vacancies that continue in seats for a year or more do not serve anyone well.
- Mr. Vincent-Jones believed the proposed revisions to the Ordinance reflect that change. Once approved, the by-laws will be revised to reflect any new Ordinance language or new practices.
- Regarding the ethnic make-up of consumer representation, there are sufficient African-American men on the Commission. While the reflectiveness requirement is met, there is a less than desirable number of female consumers on the Commission. There also should be more Latino members, and currently there are no Native American or Asian/Pacific Islander representatives. Ms. Mendia's nomination will address the gap in transgender representation.
- ➡ Confirm that Ordinance revisions include the change from a requirement to a preference for two applications per seat. Once the Ordinance is approved, revise the By-Laws for consistency.
- ➡ Mr. Ceja will develop a PowerPoint on the Commission and the value of participation. Mr. Vincent-Jones will review it.
- ➡ Mr. Vincent-Jones will contact Jury Condelario, Director, Asian Pacific AIDS Intervention Team (APAIT) regarding potential Asian/Pacific Islander consumer candidates.
- ➡ Mr. Ceja will contact Bambi Salcedo, Children's Hospital, regarding potential Latina and transgender consumer candidates and Ms. James will contact others in those communities for potential candidates.
- ➡ Given the low number of Operations Committee members and continued quorum challenges, Mr. Vincent-Jones will schedule a conference call on Operations Committee membership with the committee and Commission co-chairs.

**11. COMMUNITY MOBILIZATION PLAN:** The plan is done. Activity will follow Health Care Reform Task Force direction.

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**12. ALTERNATE OPERATIONAL RESOURCES:** This item was postponed.

**13. NEXT STEPS:** There was no additional discussion.

**14. ANNOUNCEMENTS:** There were no announcements.

**15. ADJOURNMENT:** The meeting adjourned at 11:15 am.